To: Martin Richburg

From: Piper Hudmon

Re: Middle School Job Fair

Mr. Richburg,

In an effort to increase awareness of the need of students to pursue career and technical education in high school, I am proposing that Blackmon Road Middle School host a job fair. Students in middle school are beginning to think about their future, but without concrete examples of the myriad of vocations and professions available to them; their thoughts are somewhat limited. By hosting a job fair, Blackmon Road can serve as an example to other middle schools in the district. Students could get practical advice and try their hand at careers which actually interest them and are suited to their abilities. Muscogee County School District does have CTAE programs available for high school students to take advantage of; however, the awareness level of these programs remains extremely low. As a part of the job fair, I also propose that we incorporate students from these high school programs as presenters. Parents would also be invited to present, thus strengthening the school-home relationship.

The job fair will be held on-site during the school day following end-of-year testing. All students will be involved and given the opportunity to select several presentations well before the actual fair. The job fair will require minimal money. Planning time will be required, however, with proper organization and committee delegation, this can done with relative ease.

Many schools across the state and the nation host annual job fairs with studies showing them to be an effective means of reducing drop-out rates (insert source). We can be among those schools taking a proactive approach to fulfilling our mission statement by ‘enabling each student to become a lifelong learner and enter the workforce with necessary skills.’ Thank you for your consideration. Please contact me at your convenience to discuss this proposal and its steps of implementation.

Sincerely,

Piper Hudmon